

OPERATIONS BUSINESS TEAM
May 2, 2001 (DRAFT)

	OPPORTUNITY CATEGORY	TOPICS	DECISIONS / ACTIONS / ISSUES	STATUS / COMPLETION DATES	NEXT OBT REVIEW DATE	RESPONSIBLE PERSON(S)
1	Organizational Capability	Advancement Planning	<i>OBT to complete follow up work per email from R. Driver. Administrative staff to coordinate one more meeting date for Advancement Planning Follow Up in addition to 6/4/01.</i>	Advancement Planning conducted.	DONE	K. Benner
2	Costs & Cash Flow	2nd Revised Budget Review		S. Mitchell to facilitate review. Time: 5 hr.	5/11/01	M. Saine
3	Consumer Connections	WSA Timetable for EHC & SCuR - Related Issues		<i>G. Palskan, R. Elves and D. Koller to facilitate discussion. Time: 1 hr.</i>	5/14/01	R. Solana
4	Costs & Cash Flow	Budget Process for 2002 OB		S. Mitchell to make presentation. Time: 1 hr.	5/14/01	M. Saine
5	Costs & Cash Flow	MONTHLY - Operations Budget Update for March & April		S. Mitchell to give update. Time: 30 min.	5/14/01	M. Saine
6	Costs & Cash Flow	Production Plan Update		R. Kelly to make presentation. Time: 30 min.	5/14/01	H. Burnley
7	Costs & Cash Flow	Strategic Plan Review - Leaf Procurement & Processing and Materials Procurement		L. Pulsifer to facilitate review. Time: 1 hr. 30 min.	5/14/01	H. Burnley
8	Organizational Capability	Advancement Planning Follow Up		R. Driver to facilitate meeting	6/4/01	K. Benner
9	Compliance	Revised Scenario 6 QS Standard for Operations		M. Schreck to make presentation.	6/28/01	J. Carboni
10	Costs & Cash Flow	MONTHLY - Operations Budget Update for May		S. Mitchell to give update. Time: 30 min.	6/28/01	M. Saine
11	Costs & Cash Flow	Operations Measures		L. Pulsifer to give update. Time: 20 min.	6/28/01	H. Burnley
12	Costs & Cash Flow	Production Plan Update		R. Kelly to make presentation. Time: 30 min.	6/28/01	H. Burnley
13	Costs & Cash Flow	QUARTERLY - Review of Open Capital Projects		R. Sarmento to give presentation. Time: 30 min.	6/28/01	M. Saine
14	Costs & Cash Flow	Strategic Plan Review - Product & Blend		L. Pulsifer to facilitate review. Time: 1 hr. 30 min.	6/28/01	H. Burnley
15	Organizational Capability	Salaried Hiring Strategies		P. Faust to make presentation	6/28/01	K. Benner
16	Quality System Implementation	Preview of 2nd Quarter 2001 Management Review		J. Carboni & P. Grantham to make presentation. Time: 45 min	6/28/01	J. Carboni
17	Costs & Cash Flow	<i>Manufacturing System Infrastructure - Business Case Approval</i>		<i>D. G. Johnson to make presentation.</i>	8/9/01	C. Schwartz & G. Ruth

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18	Quality System Implementation	Preview of 3rd Quarter 2001 Management Review	J. Carboni & P. Grantham to make presentation. Time: 45 min.	8/23/01	J. Carboni
19	Consumer Connections	Contact Center Optimization - Business Case Approval	A. Rudd to make presentation.	8/23/01	J. Carboni
20	Costs & Cash Flow	2002 OB - Communication of Targets	S. Mitchell to make presentation. Time: 1 hr.	8/23/01	M. Saine
21	Costs & Cash Flow	MONTHLY - Operations Budget Update for July	S. Mitchell to give update. Time: 30 min.	8/23/01	M. Saine
22	Costs & Cash Flow	Operations Measures	L. Pulsifer to give update. Time: 20 min.	8/23/01	H. Burnley
23	Costs & Cash Flow	Production Plan Update	R. Kelly to make presentation. Time: 30 min.	8/23/01	H. Burnley
24	Costs & Cash Flow	Strategic Plan Review - Manufacturing Process, Quality System & Organizational Capability	L. Pulsifer to facilitate review. Time: 2 hr.	8/23/01	H. Burnley
25	Consumer Connections	RL TSNA Reduction - Business Case Approval	T. Holland to make presentation.	9/20/01	H. Alonso
26	Costs & Cash Flow	MONTHLY - Operations Budget Update for August	S. Mitchell to give update. Time: 30 min.	9/20/01	M. Saine
27	Costs & Cash Flow	Operations Measures	L. Pulsifer to give update. Time: 20 min.	9/20/01	H. Burnley
28	Costs & Cash Flow	Perforation Optimization - Decision Whether to Outsource	L. Nardell to make presentation.	9/20/01	H. Long
29	Costs & Cash Flow	Production Plan Update	R. Kelly to make presentation. Time: 30 min.	9/20/01	H. Burnley
30	Costs & Cash Flow	QUARTERLY - Review of Open Capital Projects	R. Sarmento to give presentation. Time: 30 min.	9/20/01	M. Saine
31	Costs & Cash Flow	Review of Annual OBT Planning Meeting for OBT Reports	L. Pulsifer to facilitate review.	9/20/01	H. Burnley
32	Costs & Cash Flow	Summary of Strategic Plan Activity for 3rd Quarter 2001	L. Pulsifer to make presentation.	9/20/01	H. Burnley
33	Costs & Cash Flow	2002 OB Preliminary Budget Review	Entire meeting devoted to this topic. S. Mitchell to facilitate.	10/3/01	M. Saine
34	Costs & Cash Flow	MONTHLY - Operations Budget Update for September	S. Mitchell to give update. Time: 30 min.	10/11/01	M. Saine
35	Costs & Cash Flow	Operations Measures	L. Pulsifer to give update. Time: 20 min.	10/11/01	H. Burnley

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36	Costs & Cash Flow	Production Plan Update		R. Kelly to make presentation. Time: 30 min.	10/11/01	H. Burnley
37	Costs & Cash Flow	Strategic Plan Review - Leaf Procurement & Processing and Materials Procurement		L. Pulsifer to facilitate review. Time: 1 hr. 30 min.	10/11/01	H. Burnley
38	Consumer Connections	Auto ID Center - Preview of Next Board Meeting (11/11/01)		R. Sweeney to make presentation. Time: 20 min.	11/1/01	H. Alonso
39	Quality System Implementation	Preview of 4th Quarter 2001 Management Review		J. Carboni & P. Grantham to make presentation. Time: 45 min.	11/19/01	J. Carboni
40	Costs & Cash Flow	MONTHLY - Operations Budget Update for October		S. Mitchell to give update. Time: 30 min.	11/19/01	M. Saine
41	Costs & Cash Flow	Operations Measures		L. Pulsifer to give update. Time: 20 min.	11/19/01	H. Burnley
42	Costs & Cash Flow	Production Plan Update		R. Kelly to make presentation. Time: 30 min.	11/19/01	H. Burnley
43	Costs & Cash Flow	Strategic Plan Review - Product & Blend		L. Pulsifer to facilitate review. Time: 1 hr. 30 min.	11/19/01	H. Burnley
44	Organizational Capability	Technical Ladder Review		D. Donaher to facilitate review. Time: 40 min.	11/19/01	H. Alonso
45	Costs & Cash Flow	Final 2002 OB Review		S. Mitchell to make presentation. Time: 1 hr.	12/10/01	M. Saine
46	Costs & Cash Flow	MONTHLY - Operations Budget Update for November		S. Mitchell to give update. Time: 30 min.	12/10/01	M. Saine
47	Costs & Cash Flow	Operations Measures		L. Pulsifer to give update. Time: 20 min.	12/10/01	H. Burnley
48	Costs & Cash Flow	Production Plan Update		R. Kelly to make presentation. Time: 30 min.	12/10/01	H. Burnley
49	Costs & Cash Flow	QUARTERLY - Review of Open Capital Projects		R. Sarmento to give presentation. Time: 30 min.	12/10/01	M. Saine
50	Costs & Cash Flow	Strategic Plan Review - Manufacturing Process, Quality System & Organizational Capability		L. Pulsifer to facilitate review. Time: 2 hr.	12/10/01	H. Burnley